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TIME SPENT

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ALDERMAN BRIAN HINKLEY.

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Hinkley,
Brian

URB/MUN.


TIME SPENT

BY

ALDERMAN BRIAN HINKLEY

A PAPER DOCUMENTING TIME SPENT BY ALDERMAN BRIAN HINKLEY FOR THE YEAR 1979 ON ELECTED DUTIES AS AN ALDERMAN FOR THE CITY OF HAMILTON AND A COUNCILLOR FOR THE REGION OF HAMILTON-WENTWORTH.

JANUARY, 1980



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INTRODUCTION

During the period of 1977-78 I served as an Alderman elected to Hamilton City Council, but did not have the privilege to serve on the Hamilton-Wentworth Regional Council. I also continued to work at my full-time job at True Temper Canada Limited employed as a Storekeeper.

I soon found that the time demands placed upon an Alderman's day became almost impossible. Virtually all other activities that I was involved with such as community boards and organizations and various personal interests were immediately dropped. The inflexible attitude of my employer made it extremely difficult to function effectively as an Alderman. It was not uncommon to spend 80 to 90 hours a week trying to serve two masters. During these two years, very little time was left to do much else except City business and attend to my employment duties at True Temper.

I was almost always tired and did not feel satisfied with the quality of my work either as an elected official or the obligation I owed to my employer.

Financially, I was in no position to quit True Temper and attempt to raise a family on an Alderman's salary, at that time of seven thousand five hundred dollars (\$7,500) per year. I was also not prepared to resign my elected seat so I decided to make the best of the situation.

This initial experience first sparked my interest about the time demands placed upon a supposedly part-time elected office.

The second experience that aroused my curiosity was the responses I received from some students at speaking engagements in city schools. Most of the students' opinions about an Alderman's job was far and beyond reason. One student I recall responded to a question I asked about the job of an Alderman by saying the following:

"You make about one hundred thousand dollars (\$100,000) a year and do what you would call real work about two hours a day and the rest of the time you're at fancy parties or taking trips all over the place."

The class' reaction was quick and loud. The classroom was immediately filled with thunderous cheers, applause and whistles. A few other students were heard saying "yea, yea" and "right on". The young student who replied to my question beamed and was obviously proud of himself and of the demonstrative class support given him.

I explained to the class that I rose at 5:30 a.m. to go to work in a dingy factory, got home at 3:30 p.m. to change my clothes, speed up to City Hall and pick up my messages, attempt to get through to the civic departments before they closed at 5:00 p.m., get back home for supper at 6:00 p.m. (usually I would be eating supper and talking on the phone at the same time) and then back to City Hall for a meeting at 7:30 p.m. which would last anywhere from 10:00 p.m. to 1:00 a.m. and then back home to bed.

Most of the class just sat there with blank expressions on their faces. When I further explained that an eighty to ninety hour week was quite common and that an Alderman earns \$7,500 per year for his job, a half dozen students' mouths just seemed to fall open. Another half dozen students probably believed that I was pulling their leg.

A third incident that again struck me on this matter of time spent, was various reactions I received from the public on a telephone phone-in show I conducted on Cable 4 T.V.

Finally, I began soliciting responses from various individuals on this question of time spent for civic duties. A large number of people simply were not aware, just as I was not aware until first elected. I, therefore, decided in December, 1978, to log my time for one month just to see how the time was, in actual fact, spent. By now another election had taken place and I was elected to both City Council and Regional Council.

The increased salary for sitting on Regional Council allowed me to carry out my elected duties on a full-time basis. My employer was good enough to grant me a two-year leave of absence.

At about this same time some City Councillors were discussing the merits of a salary increase and since this subject is always a good media story the radio open line shows and the press were extra busy reporting and discussing the public's business. Much to my surprise, I only received four telephone calls on this issue. But some of the public response invoked by the media was again very interesting. It was then that I decided to conduct this documentation of time spent over a period of a full year.

OBJECTIVE

The objective of this study was very simple. Record all time spent on duties related to the elected offices of City Alderman and Regional Councillor. For the purposes of this study, the time recorded was logged on the basis of the two elected offices being one. The reason for choosing this method was mainly because of the extreme difficulty of separating functions or activities relating to the City or Region. The exception to this process is under the activity components where meetings relating to City or Regional business was recorded separately.

Since I was doing this documentation, I thought I would also record just out of curiosity, time spent on peripheral activities not directly related to my elected position.

PROCEDURE

The process was also quite simple but required attention to the actual time spent. For the first three weeks, the scrupulous recording of time felt like quite a chore and a bit bothersome, but it soon developed into a second nature. In fact, as I write this report I feel I am suffering from withdrawal symptoms. Because of the recording habit I've developed, I have the urge to continue logging my day's activities.

With the variety of activities involved in an Alderman's job it would be very difficult to categorize these functions precisely into their own neat little packages. After some experimentation I decided that my own particular mode of operation as an Alderman could best be categorized into sixteen divisions which I shall call "activity components".

These sixteen activity components were broken down in the following manner.

TOTAL TIME SPENT:

1. on the telephone
2. doing reading or research
3. attending City Council and committee meetings
4. on filing information
5. attending Regional Council and committee meetings
6. travelling to and from various functions
7. attending civic, social and official functions
8. writing letters
9. on tours and gathering information
10. meeting with constituents
11. attending Board of Control meetings
12. taping my television show - "Ward 3 Activities"
13. doing case work
14. touring my Ward checking on projects, problem areas, etc.
15. attending neighbourhood meetings
16. conducting random home visits.

At the end of each day or first thing each morning, the time spent on the various activities would be recorded to the nearest half hour. The total time recorded for each day would never exceed the total time spent as an aggregate of all the activity components. In most cases, the number of different activity components in a day would not exceed four.

CONCLUSIONS

Using the figures provided by this documentation the following conclusions were reached:

1. The actual time spent on activities related to my elected offices as a City Alderman and Regional Councillor for the year 1979 totalled 2,666 hours.
2. The most time spent on any single activity of the sixteen categories was conversations on the telephone.
3. Almost half (49%) of all time spent is taken up by three activities; time spent on the telephone, time spent doing reading and research and time spent at City Council and its committee meetings.
4. The month of January proved to be the busiest.
5. The month of August appears to be the least busiest. However when consideration is given to the fact that six days vacation was taken in August, in actual fact the month of December proves to be the least active month.
6. The average time spent per day is 7.4 hours (based on a seven day week).
7. The average time spent per week is 51.98 hours.
8. The average hourly wage is \$7.50.
9. The eighty functions attended in 1979 averages to just less than seven functions each month.
10. The total number of committee meetings called in 1979 is 165 for an average of 14 meetings per month.
11. The total number of meetings attended was 160 for an average attendance rate of 97%.

ACTIVITY COMPONENTS

CODE

*P Telephone
R & R Reading & Research
CCCM City Council and Committee Meetings
**F Files
RCCM Regional Council and Committee Meetings
***TT Travel Time
CSOF Civic, Social and Official Functions
LW Letter Writing
TIG Tours and Information Gathering
CA Constituent Appointments
B of C Board of Control Meetings
CS Cable Show
****CW Case Work
WT Ward Tours
NM Neighbourhood Meetings
RHV Random Home Visits

PERIPHERAL ACTIVITIES

CB & O Community Boards and Organizations
CVW Community Volunteer Work
DGC Don Gray's Federal Election Campaigns

* A guesstimate of 75% of the time spent on the telephone would deal with constituent problems.

** Includes recording approximately 90% of all constituent calls, filing copies of all pertinent letters, reports, minutes, etc.

*** A conservative estimate of 30 minutes was allowed for travelling around the City to and from various meetings, appointments, functions, etc.

**** Most case work on behalf of constituents is done over the telephone. This category includes time meeting with officials or doing research on behalf of individual constituents.

TIME DEMAND PLACED UPON THE VARIOUS ACTIVITY
COMPONENTS AND CORRESPONDING PERCENTAGES

<u>ACTIVITY</u>	<u>TIME (in hours)</u>	<u>APPROXIMATE PERCENTAGE</u>
P	537.5	20%
R & R	420.5	15.5%
CCCM	357	13.5%
F	203	8%
RCCM	183	7%
TT	179	7%
CSOF	146.5	6%
LW	129	5%
TIG	114	4%
CA	111.5	4%
B of C	95.5	3.5%
CS	64.5	2.5%
CW	46	2%
WT	41.5	1.5%
NM	26.5	1%
RHV	<u>11</u>	<u>.5%</u>
TOTAL	2,666	101%

PERIPHERAL ACTIVITIES

<u>ACTIVITY</u>	<u>TIME (in hours)</u>	<u>APPROXIMATE PERCENTAGE</u>
DGC	260	53%
CB & O	200.5	41%
CVW	<u>27.5</u>	<u>6%</u>
TOTAL	488	100%

MONTHLY ANALYSIS IN ORDER
OF GREATEST TIME DEMAND

<u>ORDER</u>	<u>MONTH</u>	<u>TIME (in hours)</u>
1.	January	267
2.	May	257.5
3.	March	254
4.	July	243
5.	November	242.5
6.	September	227
7.	June	223.5
8.	October	216
9.	February	211
10.	April	200
11.	December	167.5
12.	August	<u>157</u>
	TOTAL	<u>2,666</u>

THREE CATEGORIES OF STATISTICAL BREAKDOWN

1. AVERAGE HOURLY DAY

(Based on Total Hours of 2,666 over a yearly period of 359 days:
365 days - 6 days vacation)

$$2,666 \text{ hours} \div 359 \text{ days} = \underline{7.4} \text{ hrs. per day}$$

2. AVERAGE HOURLY WEEK

(Based on a 7 day week)

$$7.4 \text{ hrs. per day} \times 7 \text{ days (1 week)} = \underline{51.98} \text{ hrs.}$$

3. AVERAGE HOURLY WAGE

(Alderman) City \$11,500
(Councillor) Region 8,500

TOTAL \$20,000 Per Year

$$\$20,000.00 \div 2,666 \text{ Hrs.} = \$7.50 \text{ per hour}$$

MONTH OF JANUARY

R & R	-	39
P	-	49
LW	-	23
CA	-	2.5
CS	-	5
BC	-	10.5
CC & CM	-	42
RC & CM	-	11.5
CW	-	11
CS & OF	-	22.5
F	-	9
TIG	-	19.5
PHV	-	5
WT	-	2.5
TT	-	<u>15</u>
		267

30 DAYS

Av. Hrs. per day -

8.9

Av. Hrs. Per week -

62.3

CVW	-	17.5
CB & O	-	<u>4.5</u>
		22

30 DAYS COMBINED

Av. Hrs. per day -

9.6

Av. Hrs. per week

67.4

TOTAL		<u><u>289</u></u>
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MONTH OF FEBRUARY

R & R	-	40	28 DAYS Av. Hrs. Per Day - 7.5 Hrs. Av. Hrs. Per Week - 52.5 Hrs.	
P	-	41.5		
LW	-	6		
CA	-	2.5		
BC	-	4		
CC & CM	-	36.5		
RC & CM	-	18		
CV	-	7		
CSOF	-	5		
F	-	19		
TIG	-	4		
PHV	-	4		
WT	-	3		
CS	-	4		
NM	-	2.5		
TT	-	<u>14</u>		
		211		
CVW	-	6	28 DAYS	<u>COMBINED</u>
CB & O	-	<u>20</u>		
		<u>26</u>		
TOTAL		<u><u>237</u></u>	Av. Hrs. Per day - 8.5	Av. Hrs. Per week - 59.25

MONTH OF MARCH

R & R	-	41
P	-	51
LW	-	23
CA	-	3
BC	-	9
CC & CM	-	30.5
RC & CM	-	17.5
CW	-	8.5
CS & OF	-	14.5
F	-	26
WT	-	4
CS	-	4
NM	-	3.5
TIG	-	3
TT	-	<u>15.5</u>
		254

31 DAYS

Av. Hrs. Per Day - 8.19 Hrs.

Av. Hrs. Per Week - 57.3 Hrs.

CB & O	-	33.5
DGC	-	<u>15</u>
		48.5

TOTAL		<u><u>302.5</u></u>
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31 DAYS

COMBINED

Av. Hrs. Per Day - 9.75

Av. Hrs. Per Week - 68.3

MONTH OF APRIL

R & R	-	29	30 DAYS Av. Hrs. Per Day - 6.66 Av. Hrs. Per Week - 46.66
P	-	47	
LW	-	12	
CA	-	15	
BC	-	4	
CC & CM	-	26.5	
RC & CM	-	16	
CW	-	2	
CSOF	-	4.5	
F	-	15	
TIG	-	3	
WT	-	1	
CS	-	4	
NM	-	6	
TT	-	15	
		200	
CB & O	-	13	30 DAYS COMBINED Av. Hrs. Per Day - 11.8 Av. Hrs. Per Week - 82.6
DGC	-	141	
		154	
TOTAL		354	

MONTH OF MAY

R & R	-	23.5	31 DAYS Av. Hrs. Per Day - 8.3 Av. Hrs. Per Week - 58.14
P	-	66	
LW	-	6	
CA	-	12	
BC	-	1.5	
CC & CM	-	41.5	
RC & CM	-	19	
OW	-	3	
CSOF	-	19.5	
F	-	22	
TIG	-	5.5	
WT	-	12	
CS	-	7	
NM	-	3.5	
TT	-	<u>15.5</u>	
		257.5	
CB & O	-	11	31 DAYS Av. Hrs. Per Day - 11.75 Av. Hrs. Per Week - 82.3 <u>COMBINED</u>
DGC	-	<u>96</u>	
		107	
TOTAL		<u><u>364.5</u></u>	

MONTH OF JUNE

R & R	40	
P	47	
LW	11	
CA	14	
B of C	5	30 DAYS
CCCM	26.5	Av. Hrs. Per Day - 7.45
RCCM	18	Av. Hrs. Per Week - 52.15
CSOF	12.5	
F	15	
TIG	9.5	
WT	2	
NM	6	
RHV	2	
TT	<u>15</u>	
	<u>223.5</u>	
CB & O	<u>17</u>	
TOTAL	<u><u>240.5</u></u>	30 DAYS COMBINED
		Av. Hrs. Per Day - 8.01
		Av. Hrs. Per Week - 56.1

MONTH OF JULY

R & R	-	73
P	-	45
LW	-	7
CA	-	10.5
B of C	-	10.5
CCCM	-	14
RCCM	-	19
CSOF	-	11
F	-	18
TIG	-	10
WT	-	5
OW	-	3
NM	-	1.5
TT	-	<u>15.5</u>
		243

31 DAYS

Av. Hrs. Per Day - 7.83

Av. Hrs. Per Week - 54.87

CB & O	-	<u>6</u>
TOTAL		<u><u>249</u></u>

COMBINED

31 DAYS

Av. Hrs. Per Day - 8.03

Av. Hrs. Per Week - 56.22

MONTH OF AUGUST

R & R	-	19
P	-	31
LW	-	9
CA	-	3
B of C	-	5
CCCM	-	13
RCCM	-	7.5
CSOF	-	8
F	-	8
WT	-	3
CW	-	3
TIG	-	35
		(includes 4 days at OPA conference based on average daily hrs. in Aug.)
TT	-	<u>12.5</u>
		157

25 DAYS

Av. Hrs. Per Day - 6.28

Av. Hrs. Per Week - 43.96

CB & O	-	<u>32</u>
TOTAL		<u><u>189</u></u>

25 DAYS COMBINED

Av. Hrs. Per Day - 7.56

Av. Hrs. Per Week - 52.92

* NOTE: During month of August, 6 Days vacation was taken.

MONTH OF SEPTEMBER

R & R	-	28	<div>30 DAYS</div> <div>Av. Hrs. Per Day - 7.56</div> <div>Av. Hrs. Per Week - 52.96</div> <div>30 DAYS COMBINED</div>
P	-	51	
LW	-	12	
CA	-	20	
B of C	-	4	
CCCM	-	24.5	
RCCM	-	11.5	
CSOF	-	7	
F	-	18	
WT	-	5	
CS	-	14	
CW	-	8.5	
TIG	-	5	
NM	-	3.5	
TT	-	<u>15</u>	
		227	
CB & O	-	<u>9.5</u>	Av. Hrs. Per Day - 7.88
		236.5	Av. Hrs. Per Week - 55.18

MONTH OF OCTOBER

R & R	-	20	31 DAYS Av. Hrs. Per day - 6.96 Av. Hrs. Per Week - 48.7
P	-	41	
LW	-	10	
CA	-	14	
B of C	-	16.5	
CCCM	-	39	
RCCM	-	11.5	
CSOF	-	12	
F	-	14	
WT	-	2	
CS	-	9.5	
TIG	-	11	
TT	-	<u>15.5</u>	
		216	

			31 DAYS	<u>COMBINED</u>
CB & O	-	<u>9</u>	Av. Hrs. Per Day - 7.25	
		225	Av. Hrs. Per Week - 50.8	

MONTH OF NOVEMBER

R & R	-	31		
P	-	45		
LW	-	3		
CA	-	11	30 DAYS	
B of C	-	17	Av. Hrs. Per day	- 8.08
CCCM	-	47	Av. Hrs. Per Week	-56.58
RCCM	-	21		
CSOF	-	15.5		
F	-	18		
CS	-	13		
TIG	-	6		
TT	-	<u>15</u>		
		242.5		
CB & O	-	32		
CVW	-	<u>3</u>	COMBINED	
		<u>35</u>	30 DAYS	
TOTAL	-	277.5	Av. Hrs. Per day	- 9.25
			Av. Hrs. Per Wk.	- 64.75

MONTH OF DECEMBER

R & R	-	37
P	-	23
LW	-	7
CA	-	4
B of C	-	8.5
CCCM	-	16
RCCM	-	12.5
CSOF	-	14.5
F	-	21
CS	-	4
TIG	-	2.5
WT	-	2
TT	-	<u>15.5</u>
		167.5

31 DAYS

Av. Hrs. Per day	-	5.4
Av. Hrs. Per wk	-	37.82

CB & O	-	13
CVW	-	1
DGC	-	<u>8</u>
		22
		<u>22</u>
TOTAL	-	189.5

COMBINED

31 DAYS

Av. Hrs Per day	-	6.09
Av. Hrs Per Wk.	-	42.67

PLACES VISITED AND OFFICIAL FUNCTIONS ATTENDED

DURING THE YEAR 1979

<u>PLACE OR FUNCTION</u>	<u>DATE</u>
1. Children's Museum - Gage Park	Jan. 3
2. Status of Women's Reception	" 12
3. Commencement Ceremonies for 911 Emergency No.	" 12
4. Tour Sewage Treatment Plant	" 15
5. Tour Water Works Operation	" 15
6. Tour S.W.A.R.U.	" 15
7. Tour U.T.D.C. - Kingston	" 18
8. Appreciation Night For Canusa Games Organizers	" 20
9. Ein Prosit 100th T.V. Show - Germania Club	" 21
10. Tour Ancaster High School Aquatic Complex	" 26
11. Police Awards Presentation	" 28
12. Tour Project LONAR Facilities	" 29
13. Tour Helping Hands Facilities	" 29
14. Jewish Community Centre - B'Nai B'Rith Bus Donation	Feb. 11
15. St. Anthony's Spaghetti Dinner	" 14
16. Official Opening of Expanded Macassa Lodge	" 15
17. Tour H.S.R. Facilities	" 27
18. First United Church Bus Tour of Area	Mar. 14
19. Children's Aid Society Annual Meeting	" 14
20. Police Chorus Annual Dance	" 16
21. Men and Women's Residence Committee - Mini Conference	" 22
22. Mundialization Committee - Pot Luck Supper	Apr. 19
23. H.R.D. Hockey Coaches Luncheon	" 28
24. Social Planning & Research Council - Annual Meeting	" 26
25. C.K.O.C. Radio Show - Re. Rock Concert	May 8
26. Vandalism Conference - Mohawk College	" 17
27. Tour Diamond Shamrock Plant	" 28
28. Christ Church Cathedral - Ecumenical Service	" 30
29. Block Parent's Conference - McMaster University	" 31
30. Bicycle Ride for Cancer	June 3
31. Represented Region at Ambitious City Toastmasters	" 3
32. Represented Region at Opening of I.A. C. Continental Bank	" 4
33. Tour Central Information Services Facilities	" 6

PLACE OR FUNCTIONDATE

34.	C.H.C.H. - T.V. 25th Anniversary - Hamilton Place	June	7
35.	Tour Red Hill Creek Valley with Elected Officials	"	11
36.	Hired Helicopter with Ted McMeekin - Red Hill Valley	"	21
37.	It's Your Day - Gage Park	"	23
38.	Tour Red Hill Valley with my son	"	23
39.	Special Citizenship Court	"	29
40.	People For Alliance - "Poor Man's Platter"	July	11
41.	Tour Harbour with Ian Deans	"	16
42.	Bolshoi Ballet Reception	"	19
43.	Tour Stelco's Nanticoke Operations	"	19
44.	Wally Wheten's Retirement Dinner	"	27
45.	Kid's Day - Dundurn Park	"	29
46.	Ontario Parks Association Conference	Aug.	1 - 4
47.	Festival of Friends	"	10 - 11
48.	Mr. and Mrs.J. Stowe's Anniversary	"	12
49.	Red Hill Valley Walkathon	"	19
50.	Association of Municipalities of Ontario - Toronto	"	21
51.	Rock Concert - Ivor Wynne Stadium	"	24
52.	Can Am Pro Tournament	Sept.	9
53.	Parks Facilities Tour	"	13
54.	Tour Red Hill Valley - Dick Beddoes	"	19
55.	Attended 3 H.S.R. Stress Training Classes	Oct. & Nov.	
56.	Visitor From Fukuyama, Japan - various functions	Oct.	8 - 11
57.	Tour Upper Ottawa Street Dump	"	17
58.	Football Hall of Fame Induction	Oct.	20 - 21
59.	Attended Interflow Court Hearings	"	22
60.	Opening of Y.M.C.A. Office on Mountain	"	24
61.	Multicultural Day - Multicultural Centre	Nov.	1
62.	Secord Manufacturing - Receives Award	"	2
63.	Mum Show - Gage Park	"	2
64.	LONAR Graduation	"	2
65.	Tour Police Stations	"	6
66.	Hamilton-Wentworth Day - Hamilton Place	"	8
67.	Canusa Dinner	"	17
68.	Transit Convention - Royal Connaught U.T.D.C.	"	19
69.	Alternatives for Youth - Open House	"	21
70.	Scott Park School - Passport to the 80's	"	27

PLACE OR FUNCTIONDATE

71.	Community Associations Meeting - Secretary of State	Nov.	29
72.	Ground Breaking for Sanford Avenue Recreation Centre	Dec.	4
73.	Boyd Hoddinott Dinner - Hamilton Club	"	5
74.	Christmas at Dundurn Castle	"	5
75.	Senior Citizens Apartment Opening, 120 Strathcona Avenue	"	7
76.	Senior Citizens Apartment Opening, 395 Mohawk Rd. E.	"	7
77.	Mount Hope Airport - Dash 7 Display	"	11
78.	LONAR Christmas Dinner	"	20
79.	Macassa Lodge Christmas Dinner	"	21

MEETINGS FOR 1979

<u>BODY</u>	<u>TYPE</u>	<u>NUMBER HELD</u>	<u>NUMBER ATTENDED</u>	<u>PERCENTAGE</u>
City Council	Regular	21	21	100%
City Council	Special	4	4	100%
Regional Council	Regular	22	22	100%
Regional Council	Special	2	2	100%
Social Services Committee	Regular	14	14	100%
Parks & Recreation Committee	Regular	18	18	100%
Parks & Recreation Committee	Special	5	5	100%
Parks & Recreation - Citizens Advisory Committee	Regular	9	8	89%
Parks & Recreation - Citizens Advisory Committee	Special	1	1	100%
Transit Commission	Regular	10	10	100%
Transit Commission	Special	6	5	83%
Traffic & Engineering Committee	Regular	18	16	89%
Pollution Control Committee	Regular	7	7	100%
Pollution Control Committee	Special	1	1	100%
Macassa Lodge Sub-Committee	Regular	11	10	91%
Harbour Committee	Regular	3	3	100%
Elections Committee	Regular	4	4	100%
Truck Routes Sub-Committee	Regular	2	2	100%
Gibson & Landsdale N.I.P. Committees	Regular	<u>7</u>	<u>7</u>	<u>100%</u>
		165	160	97%

ACCORING®

NO. 250

RI BF - RED	RI BY - YELLOW
RI BG - BLACK	RI BA - TANGERINE
RI BD - GREY	RI BB - ROYAL BLUE
RI BU - BLUE	RI BX - EXECUTIVE RED
RI BP - GREEN	

SPECIFY NO. & COLOR CODE

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